



# ADMINISTRATIVE MEMORANDUM

Requests for files, subpoenas unrelated to current legal cases: These will be routed to appropriate department	InsideRedClay.Com Form
Certificates of insurance related to Red Clay use of alternate facilities and location	Laura Palombo
Certificates of insurance related to use of Red Clay facilities by outside groups	Gina Fleming

Custody related issues	Hugh Broomall/S. Golder or A. Grundy
Employee/employment issues	Jill Floore/Chris Smith
Facility issues incl. playgrounds, schools, furniture, outside rentals	Ted Ammann/Marcin Michalski
Nutrition related issues	Ted Ammann/Jessica Terranova
Spec. Ed. Issues including those related to transportation	Hugh Broomall/Sarah Celestin
Student data/privacy issues	Ted Ammann/Kristine Bewley
Student injuries	Jill Floore
Theft, Vandalism, or Damage resulting from district property	Ted Ammann/Marcin Michalski
Transportation related issues including district/state/contractor vehicles	Ted Ammann/Kelly Shahan

In all cases, any settlements, legal decisions will be discussed with CFO prior to acceptance.